



## REPOST

**Opening Date:** February 18, 2015  
**Job Title:** ADR Regional Programs Director  
**PIN:** 941305  
**Location:** The District Court of Maryland  
 Alternative Dispute Resolution Office  
 Annapolis, Maryland  
**Work Location:** District 2 and 3, Dorchester, Somerset, Wicomico, Worcester, Caroline, Cecil, Kenty, Queen Anne's and Talbot Counties

**Closing Date:** Open until Filled  
**Position Type:** Contractual Full Time  
**FLSA Status:** Exempt  
**Grade/Entry Salary:** J15 \$25.76 - \$30.88 per hour  
 (Depending on Qualifications)  
**Financial Disclosure:** Yes

**Essential Functions:** The Regional Programs Director is responsible for directing the overall operations of the District Court's ADR programs within one of four regions throughout the state. The Regional Programs Director is the point of contact within a District Court location and will, on a regular basis, work with the local administrative judges, administrative clerks, other judges and clerical personnel, local attorneys, litigants, community mediation partners, and ADR volunteers, for each such program. The Regional Programs Director is responsible for building capacity for the programs at each location within his or her region. This includes getting stakeholder buy-in from all concerned partners, building and maintaining public awareness and access to the programs at each location, and working with our local partners to insure high quality services are provided to the public users of ADR. The Regional Programs Director will work with all staff in the District Court ADR Office to assess the needs of, develop, implement, and expand ADR programs in the District Court of Maryland. This position will be required to travel on a regular basis to the District Courthouses within his or her region (Montgomery and Prince George's Counties) while maintaining a presence at the District Court ADR Office in Annapolis.

**Education:** Possession of a bachelor's degree from an accredited college or university. Forty hour basic mediation certificate.

**Note:** Applicants may substitute four years of work experience in a professional setting for the required degree.

**Experience:** Five years of work experience in a professional setting. A minimum of 50 disputes mediated in the past 3 years.

**Preferred:** Advanced degree in related field. Advanced mediation training or additional ADR training.

**Skills/Abilities:** Knowledge of mediation, court and legal systems, court rules, and other ADR processes. Outstanding written and oral communication skills, negotiation and diplomacy (interpersonal) skills, collaborative problem solving skills, group facilitation skills, dynamic presentation and public speaking skills. The ability to work with diverse stakeholders (such as judges, attorneys, courthouse personnel, and the general public) and plan large meetings and events. The ability to be a self-starter and to work as a member of a team or independently as the tasks warrant. Ability to set priorities and manage multiple projects simultaneously. Must be computer literate to include word processing, spread sheets, Power point, proficient database knowledge, and e-mail. Ability to travel to various court locations. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Maryland Judiciary  
 Human Resources Department  
 580 Taylor Ave., Bldg. A-1  
 Annapolis, MD 21401  
 Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**